**Requesting to Management to Change Designation from Accountant to Financial Controller**

To,

The VP,

HR department,

Margadarshi chits,

Hyderabad.

Respected sir,

I am associated with your organization for the past two years and joined as an accountant. I have been recording the statement of accounts, maintaining the books of accounts and recording petty cash expenses. But I would like to bring to your kind notice that for the past six months, my job role was enriched by giving additional responsibilities. I am also asked to do budgeting, cost accounting and management accounting. So I request you to change my designation from Account to financial controller. Kindly consider my request. Thanking you,

Yours sincerely,

Prakash Jha